How to do you copy or duplicate a sales order or purchase order? Last Modified on 03/31/2021 3:28 pm EDT

- 1. Find the relevant order on its List
- 2. Highlight the row
- 3. Right click your mouse
- 4. Select 'Duplicate'
- 5. Confirm by pressing OK
- 6. Make changes to the order as appropirate
- 7. Click Save